



Infant & Toddler Parent Handbook

Grace Early Childhood Center
8225 Worthington Galena Rd
Westerville OH 43081
614-431-8228

Philosophy of Christian Infant & Toddler Care

Children learn best through responsive, respectful, reciprocal care-giving relationships which also include strong, trusting relationships and positive communication between the parents and caregivers. Our team works to provide a peaceful, quiet, safe environment; special care is taken to ensure quiet sleeping periods for all infants and toddlers. Environments that are clean, neat and orderly facilitate learning. Care is taken to provide distinct interest areas in the room, sets of toys are provided to use at any time; shelves are stocked with toys that can be used in a divergent manner. Early physical knowledge of the environment, and a child's ability to explore it freely, are considered critical for long-term development. Caregivers let the child dictate the pace of play and resist the temptation to interrupt a child who is happily engaged in play. Imitative behaviors are encouraged. Each child is a new creation that needs to be discovered. Caregivers invest in observation time of individual children to learn about emerging play strategies, ways of signaling for comfort, food or sleep, general comfort level, stress factors, temperament, special needs, etc. then use this information to "fine-tune" their responses and deliver more specific and satisfying care.

In modeling God in our care-giving, (His provision, His unwavering love, His predictability, and His truthfulness) we provide necessary support and assistance that will draw the child's heart to God (Genesis 1:2). For Spiritual Development, we believe each child is uniquely created by God (Ps. 139:13) to worship, to pray, to know Him and to experience abundant life (Colossians 1:16). Just as an infant craves human milk, all humans need and crave God's Word (I Peter 2:2). Just as infants and toddlers live in a physical world, they also live in a spiritual world (Phil 4:8). Just as God gave us five physical senses, he has also given us a spiritual sense (I Corinthians 2:9).

Statement of Purpose

It is our purpose to reinforce the principles that are taught about God, His Work, Jesus Christ, and the Holy Spirit in the home and in the church, offering a Biblically integrated and developmentally appropriate curriculum. Christ-centered education reflects the Christian worldview in every area of student, staff, and administrative activities (Colossians 3:17, 23).

We exist to help parents meet their God-given responsibility of caring for and educating their children, not to assume that responsibility. It is imperative the parents and children be supportive of this philosophy as practiced in the day-to-day operation of the center. We want to work closely with parents in meeting the needs of their children.

Cultural & Family Diversity and Special Needs

We embrace all people as created in the image of God and being fearfully and wonderfully made (Psalm 139:14). We desire to teach and model this truth to all our students. There are many cultures represented at our center.

We teach that God's plan for the family includes a father and a mother who are husband and wife that share responsibility and submit to one another out of love for each other and respect for their Creator. Due to a variety of circumstances, many children live in single parent

families, blended families, or extended families. Care is given to be sensitive to each child's family structure while reinforcing biblical family lifestyles.

There is a host of identified special needs that exist today that our center is not equipped nor staffed to serve. Each situation is evaluated to determine if existing facilities can provide a safe physical and educational environment and if the teacher is able to successfully meet the special needs of individual children in the classroom and at the same time maintain the level of quality care to the remaining students. In situations of special need, whenever possible, it is our desire to be part of the solution, not part of the problem.

Licensing & Memberships

Grace Early Childhood Center is licensed by the Ohio Department of Job and Family Services (ODJFS) and we agree to follow the rules and laws that have been written by them. We feel that those laws have been written to ensure that children are cared for in a safe environment and receive a quality education. It is our desire to go beyond those standards to supply you and your child with quality childcare. Parents may request in the school office copies of the laws and rules governing childcare and copies of compliance reports. The ODJFS toll free number is posted in the office and is available to any person who wishes to report a suspected violation by the center. As a member school of the Association of Christian Schools International (ACSI) the infant & toddler program seeks to maintain the high standards of care as promoted by ACSI.

Curriculum

Our curriculum was created to provide an overall framework for learning in all developmental areas to young children from six weeks to three years of age. It is intended to address all developmental domains in an integrated and cohesive manner. Curriculum areas for young children overlap because skills overlap. Curriculum content areas are skills. Within each curriculum area, skills are presented in a general developmental sequence, ranging from early to more advanced skill levels, providing a general progression of stages that many young children follow. For the purposes of educating young children, the skills are turned into play-based activities that are stimulating and fun.

Cognitive

The ability to solve problems, make comparisons, explore, understand and utilize facts is developed through all the senses and using the whole body and a variety of interactions. Children learn about the world around them through structured and unstructured play opportunities that build upon a child's readiness, enthusiasm, and natural curiosity.

Gross Motor

Large muscle skills are developed by offering children opportunities to move through space, balance, stretch, strengthen muscles, and improve posture. Children can learn to combine sensory feedback from their bodies with information from their environment.

Fine Motor

Small muscle (especially hands, fingers, and wrists) skills are developed through opportunities to manipulate a variety of textures, sensory materials, reach, grasp, use tools, transfer and combine materials, and coordinate visual motor skills (the ability to coordinate visual information with movement). This area also includes the development of small muscles in the mouth, which are needed for eating and talking.

Self Care/Adaptive

Dressing and personal hygiene are developed through opportunities to move toward independence in one's own care.

Communication/Language

Communication is developed through interactions with others. It consists of receptive abilities (hearing and understanding), expressive abilities (sounds, gestures, words, signs and alternative communication), articulation (clarity of sounds and words), and social skills (use of language with peers and adults). Children develop communication skills by listening, turn taking, and interacting with others.

Bible

Living a Biblical world view is developed through exposure to God's Word and using daily interactions as opportunities to practice thinking and responding in a Christian way. The curriculum reflects the Bible as foundational in every subject area, not just as a "part of" but rather as "the source of."

Social/Emotional

Social skills are developed through opportunities to interact, share and help others, problem solve, and recognize and express feelings. Children are offered opportunities to interact and resolve conflicts in ways that will foster independence and increase a sense of being capable.

Transitions

Skill in this area is demonstrated by the ability to adapt to change in one's environment, whether the change is mental, physical, or emotional.

Creative Arts/Aesthetics

This area integrates skills from each of the previous areas and allows children the opportunity to create, control, explore, and express through creative arts projects using a variety of media. Appreciation for and contact with God's creation cannot be "taught", but children are exposed to a rich and varied environment and opportunities in and outside the classroom.

Ages of children in our care

The Grace Early Childhood Center accepts children from six weeks of age through 36 months for its infant & toddler program. For preschool, children must be 3 years old (by September 30) and potty trained to five years of age.

Hours of operation

The center is open from 7 a.m. to 6 p.m. Monday through Friday for the full day, year round program. Half day preschool is from 8:45 a.m. to 11:15 a.m. or 12:45 p.m. to 3:15 p.m.

Child to Staff Ratios

We believe strongly that the ratio of children to adults directly affects the quality of the early learning experience. Due to this belief, we follow the standards listed below whenever possible.

	Our preferred ratio	State ratio
Infants (6 weeks-12 months):	4:1	5:1
(12 months-18 months):	4:1	6:1
Toddlers (18 months-30 months):	6:1	7:1
(over 30 months):	6:1	8:1
3-year-old preschool:	10:1	12:1
4-year-old preschool:	12:1	14:1

Transitions

Young infant rooms are for children ages 6 weeks - 12 months and older infant rooms are for children ages 12-18 months. Young toddler rooms are for children ages 18-24 months and older toddler rooms are for 24-36 months. Transition between these rooms will depend more on the child's stage of development versus their chronological age. Availability, staffing and other criteria may be used in deciding when transitions take place.

Transition plans will be made by the current teacher in conjunction with the new teacher and the office. Once complete, the parents will be given a copy to review, sign and return to the office.

We do not discriminate

Grace Early Childhood Center recruits and admits students of any race, color, religion or ethnic origin to all its rights, privileges, programs, and activities. In addition, the center will not discriminate on the basis of race, color, religion or ethnic origin in the administration of its educational programs.

Grace Early Childhood Center will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

Regulations

In compliance with the State of Ohio Department of Job and Family Services and the Association of Christian Schools International (ACSI), Grace Early Childhood Center is required to have the following information in your child's file. It is necessary to have this information updated on an annual basis.

Health Status

A dated, written statement of the child's current health status, signed by an approved health professional, shall be obtained at least annually for each child less than six years old, or whenever the director shall have reason to suspect that a child participating in the program may have a condition hazardous or potentially hazardous to others, or finds that the child's general condition indicates the need for such examination. The statement of health status shall be obtained at the time of admission or within 30 days after admission.

Immunization Form

Information regarding all immunizations the child has had, including month, day and year each immunization was administered, shall be on file. The immunization form shall be obtained at the time of admission or within 30 days after admission.

Emergency Information

Information including parents' home and work emergency contact information, known allergies to foods or medications, and release for emergency medical treatment shall be obtained at the time of admission. **Please be sure to advise the school of any change of address, business, and/or telephone numbers as changes happen.**

Authorization for Pickup

This is information giving permission for person(s) other than the parents to pick up the child. The persons authorized to pick-up the children must be at least 18 years of age and able to show valid photo identification. Any person other than the child's parent will be asked to show identification. In the case of custody issues, we must have a copy of the custody agreement to remain in the student's file so we may comply with court orders. Grace Early Childhood Center takes a neutral stance in all custody matters. It is a good practice for the parent to notify the staff or director when another authorized person(s) is picking up the child on a given day. In emergency situations, parents sometimes need another person(s) not previously authorized to pickup. In such cases, the parent must give written authorization or verbal authorization over the phone. The authorization for pickup also includes information indicating anyone who is not allowed to pick up a child.

Handbook Verification

A parent/guardian signed verification that the parent has received, read, and agrees to abide by the policies and practices in the Parent Handbook is kept in the child's file. This verification is part of the application process.

Photo Release

Parent/guardian signed consent for your child to be photographed shall be in the child's file.

Video Release

A parent/guardian signed consent for each child to watch preschool approved videos shall be in the child's file.

Agreement to follow sign-in/sign-out procedures

Each child upon arrival must be accompanied to the classroom where the parent shall sign in each child on their daily sheet. Any specific information for the day may be recorded at that time as well.

Agreement to follow security procedures

Weekdays, parents are to enter and exit the building through the Early Childhood Center East main Entrance. To maintain security, locked doors must not be opened for others seeking entrance nor propped open. The building is monitored indoors and outdoors by camera surveillance. The school may not be used as a setting for solicitation.

Re-enrollment

Re-enrollment for all students is held during the month of February and includes an annual re-enrollment fee.

Withdrawal Procedures

Parents planning on withdrawing their children from Grace Early Childhood Center should do so in writing (including email) prior to the 15th of the month. There will be no penalty, although the full month's tuition will still be due. Those who withdraw after the 15th of the month will be assessed a penalty of \$250 per student due to the center's loss of revenue.

Tuition Policy

By signing the application, you are agreeing to the terms and conditions of this tuition policy. Tuition is based on services rendered during those days specified on the annual school calendar.

Two methods of tuition payment are offered: an annual payment with a percentage discount or a monthly payment. Annual tuition must be paid by July 15, 2010 or ten days after the date of billing. Monthly tuition is based on the following payment schedule:

Fulltime Infant - Preschool 12 monthly installments from July 1 through June 1

Monthly payments are due on the first of the month and considered past due after the 15th of the month. Accounts not paid in full by the 15th of the month will be assessed a \$25 late fee. If the 15th falls on a weekend or holiday, the next business day will be the last day to pay accounts in full.

16th of billing month	Late payment penalty assessed
30th of billing month	Student removed from school

Once an account becomes past due, the entire balance must be paid and the account brought current in order for a child's admission to continue. There will be a fee of \$25 for all checks returned NSF and all returned EFT payments.

Parents planning on withdrawing their children should do so in writing (including e-mail) prior to the 15th of the month. There will be no penalty, although the full month's tuition will still be due. Those who withdraw after the 15th of the month will be assessed a withdrawal penalty of \$250 per student.

Absences

Parents should call the Attendance Hotline 614-410-4343 at any time (24 hours, 7 days a week) to access an automated mailbox that will prompt the caller through needed information about absences. Please notify the school office no later than 9:00 a.m. If you discover later that your child's illness is communicable, please give us a follow up call as soon as possible. We are required to notify parents whose children may have been exposed to a communicable disease in the center.

Sick Children

All possible provision has been made to assure that children and teachers follow appropriate rules of personal hygiene. Antibacterial soap is used for hand washing before snacks and meals and after toilet use. Disposable paper towels are used for drying hands.

State regulation 3301-37-04 requires that there be daily observation of each child on arrival at the center by a person capable of recognizing common signs of communicable diseases or other evidence of ill health. A child who is ill upon arrival at the center will not be admitted. If a child becomes ill while at the center, the parent or guardian will be contacted and expected to pick up the child within one hour. Should we not be able to reach a parent we will begin to call your authorized pick-ups. The child will be isolated from other children in the school office until the parent or guardian arrives. With any infectious disease, we ask that you seek your physician's advice and always notify us of the disease.

If a child displays any of the following symptoms, he/she must be kept at home:

- Fever; temperature of at least 100° F
- Vomiting
- Diarrhea; 2-3 abnormally loose stools within a 24 hr period
- Nasal secretions that are thick, yellow or green, and are accompanied by a fever. Cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.
- Sore throat or difficulty swallowing
- Cough; severe enough to cause the child to become red or blue in the face or it makes a whooping sound.
- Eye drainage of any type should be checked by a doctor to rule out infection
- Unusual rashes should be checked by a doctor to rule out bacterial infection
- Yellowish skin or eyes
- Child not feeling well, such as lethargic behavior

The child may return to school after illness when:

- Fever has been broken for 24 hours without medication
- Nausea, vomiting, or diarrhea has subsided for 24 hours
- At least 1 dose of antibiotic have been given over a 24-hour period for any type of strep or bacterial infection
- Child is feeling well again and normal behavior has returned

Medication

The giving of or application of medication or individual special medical procedures shall be provided only on written order of a prescription from a physician to the child's parent or guardian. All medications must be in their original container. Parents or guardians must complete and sign the Release for Dispensing Medication stating the name of medication, the quantity to be given, and the time when the medication is to be administered. At all times, the school retains the right to refuse to administer prescription or non-prescription medications.

Medication will be stored in a location designated by the director. Medication that requires cold temperatures will be kept in the refrigerator in a separate container.

Accidents

Teachers are certified in infant/child CPR/AED and first aid. In the case of an accident, assessment and treatment of the injury will be given under the supervision of the teacher and/or director. If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. All accidents are recorded on an incident report form that requires the signature of the parent.

Safety and Emergency Information

Inclement and Excessively Cold or Hot Weather

On days of inclement or cold wind chill factors below 20 degrees or hot weather above 85 degrees, children will be kept inside. Sunscreen is not routinely applied to children on sunny days.

Tornados

In the event of a tornado warning, students will be escorted to a safe shelter within the ECC and instructed in proper safety procedures. Instructions for seeking safe shelter are posted at each classroom door. Tornado drills are held in March, April, and May.

Snow Days

When severe weather conditions exist, please listen to the radio for school closings. Stations WDLR (1550 Delaware), WTVN (610 AM), WCOL (1230 AM& 92 FM), WNCI - (97.9 FM), WCVO - (104.9 FM), and WSNY - (Sunny 95 FM) will carry this information. Television stations Channel 4 WCMH (TV) and Channel 10 WBNS (TV) will also carry this information.

Fire Drills

Fire drills are held each month to practice proper and safe procedures for emergency exit of the building. In the event of a fire, students will be evacuated according to plan. Evacuation plans are posted at each classroom door. The most recent inspection information is located in the school office.

Stranger Danger Drills

Drills are held every quarter to practice proper and safe procedures for safe shelter or emergency evacuation in the event an individual(s) poses a threat to our safety.

Child Abuse

All school employees are required under Section 2151.421 of the Ohio Revised Code to report any suspicion of child abuse or child neglect.

Emergency Evacuation

In the event of an emergency where the center needs to evacuate, our relocation site shall either be the Worthington Christian Middle School or Slate Hill Elementary School (614-883-3200).

Health

Grace Early Childhood Center is inspected on a regular basis by the Department of Health. The most recent inspection information is located in the school office.

Full Day Student Sign-In Requirement

Parents of full day students must sign their child in and out on the Sign-In/Out Sheet or the daily sheets that stay with the teacher at all times.

School Closings

As a courtesy to our parents we will remain open if at all possible. Should Franklin County be on a level 2 snow emergency and we need to close the center, we will communicate this to you via email/TV/Radio stating that the Grace Early Childhood Center is closed. In all cases, you should be able to call our school at 614-431-8228 and hear a detailed message about the closing of the center.

Late Pick-Ups

There is a \$1 per minute charge for late pick-up on the second offense; \$5 per minute for the third offense.

Full Day enrollment pick up is 6:00 p.m.
(Late pick up charges begin at 6:00 p.m.)

Because teachers have continuous duties throughout the day, children who are left after pickup time are supervised in the office. Should you ever be late, we ask that you graciously accept your "Oops" slip and make your payment at the Preschool/Kindergarten office the following day.

School Bus and Car Traffic

Church and School policy prohibits cars parking at the curb. **Fire lanes must be free for emergency vehicles at all times. Children and parents must have unobstructed view of moving traffic.** When picking up or dropping off children, please park in the lined parking spaces reserving the handicapped spots for those who need them. All parents are asked to cooperate in leaving the curb areas open at all times.

Parent Communication

Daily Sheets - We provide written information on your child each day they are in attendance. Please be sure to sign in and out on the daily sheets.

Information Screen

Outside the school office is an LCD TV that runs announcements and reminders for each week.

Newsletters and Notices

Every month a newsletter will be sent home either by email or with your child's belongings as well as posted on the classroom bulletin board. Notices will be sent home periodically about special activities happening at the center.

Parent Directory

Rosters that include names and telephone numbers of parents of enrolled children are available upon request. This roster will not include the names or telephone numbers of those parents who request not to be included.

Parent Involvement

Parents are encouraged to visit the school at any time. Although we request cooperation in not disrupting our program, parents are permitted access to all parts of this center at any time their child is present. When visiting the school for any reason, please sign in at the school office.

Discipline

Staff members assigned to supervise a child or group of children are responsible for their guidance and management. Any discipline measures must be developmentally appropriate for the child, consistent and explained to the child. Intervening when needed as quickly as possible to ensure the safety of all children is best. Each staff member shall:

- Set clear limits
- Redirect the child to an appropriate activity
- Show children positive alternatives
- Model the desired behavior
- Reinforce appropriate behavior

When using separation from the situation, it should not last more than one minute for each year of age of the child. (This may not be used for infants.) When the child returns to the activity, the staff members will review the reason for separation and what behavior is expected. If a behavior management plan needs to be made, there must be communication with the parents as well as a written plan signed by the parents, director and staff member.

The following may be utilized as the situation warrants (all staff follow these practices):

1. Reinforcement and praise of good behavior
2. Reviewing expectations.
3. Redirecting (verbally/physically)
4. Discussing consequences
5. Reflection (separating from the group as in time out)
6. Removal of privileges (closing an activity)
7. Relocation and/or restraining if safety of others is an issue
8. Parental conferences (phone and/or in person).
9. Requesting parental discipline and/or removal of child from school.

Food Service

It is our practice to serve nutritious hot lunches as well as a morning and afternoon snack to all students enrolled full day. Our menus are prepared by the school dietitian and include tasty foods that meet children's dietary needs. Menus are posted monthly for review on the web as well as sent home. Children are encouraged to expand their taste experiences by trying foods that they may not consider their favorite, eating some of all the food groups represented on their plate.

Due to the high number of medical and religious dietary restrictions of our students, we provide parents the following procedure for substituting food items when necessary. Modified diets shall be approved in writing by a licensed physician. If an entire food group is eliminated we will need written instructions from your physician on a prescribed form obtained in the office. When special diets are required for cultural or religious reasons, we will need written, dated and signed instructions from you. The substitution should not compromise the nutritional value of the meal. Food substitutions must be well labeled with both the student's name and the teacher's name, self-cooled, and meet the nutritional requirements as set forth by the Department of Jobs and Family Services.

Quality Staff

An important component of a quality early childhood program is the choice of staff. Our teachers are nurturing Christians, positive in nature, understand children's needs, and are specially trained. The administrative team carefully evaluates staff performance to assure that children are provided developmentally appropriate experiences in a safe, loving Christian environment.

We employ people who profess Christ as their Savior, live in a manner consistent with their belief, and model Biblical principles. Their focus is the same as that of the church, "to bring up children in the nurture and admonition of the Lord." They are warm and nurturing, and understand child development. Our employees apply their knowledge in the classroom, and respect each child as an individual, special gift from God. We seek employees who value working as a team with parents, colleagues, and volunteers.

Each staff member has three written references on file, been finger printed, undergone a FBI/BCI background check, and has had a physical examination by their physician.

Continuing education is an important part of working at Grace Early Childhood Center. Each staff member attends regular training in first aid, communicable disease recognition, child abuse prevention and recognition, CPR, and child development.

Toys and Personal Belongings

We advise you to label clearly everything that comes to school and supervise that your child takes it home at the end of the day. We regret that we cannot be responsible for lost or damaged items.

Please do not allow your child to bring toys to school except on designated "show and tell" days. Suitable items for "sharing" may be brought to school as allowed by individual teachers.

Holidays

On holidays, we emphasize the Biblical aspect at school. For example, we do not teach Santa Claus or the Easter Bunny, instead we focus on Jesus. We celebrate the glorious changes we see in the fall and do not participate in Halloween. We do not want to ruin any fun things you do with your child at home. It is our desire, however, to keep our teaching centered on the Lord and what the Bible teaches. Should children engage in conversation about Santa Claus or the Easter Bunny, the teacher will direct the children to talk to their parents about questions on those topics.

Water Play

Occasionally, during the summer months, students may participate in water activities including wading pools, sprinklers, spray bottles, etc. Before any water activities, a permission slip must be signed by parents. All water activities are supervised by teachers.

Guidelines for Resolution of Concerns

Communication between parents and staff members is very important in assuring we have a common understanding of goals for each child.

At times concerns may develop that need to be resolved. The following steps have been identified to resolve concerns. When a concern exists parents are requested to begin this process as quickly as possible.

1. Meet with the person directly involved (teacher).
2. Meet with the director.
3. Meet with the administrator / pastor of the church.

At any of the levels of discussion, it may be possible to invite others to participate if it is believed their involvement will assist in reaching a resolution.

Confidentiality Guidelines

All information about children and their families of Grace Early Childhood Center is regarded as confidential, the property of the church and the family involved.

Napping Procedures for Toddlers

All cots are numbered and each child is assigned a cot. Children may bring a special pillow, blanket or security item from home. Personal cot items are sent home weekly (to be washed) and are returned to the classroom each Monday. All cots are sanitized weekly or sooner if needed.

Naptime is set per classroom and is sensitive to the children's needs. It most often occurs after lunch; a large motor time may occur before the nap. Naptime should not exceed 2.5 hours in total per day with a limit of 1.5 hours of actual sleep time.

Napping Procedures for Infants

Our nap and crib procedures comply with State regulations (ODJFS Licensing of Child Care Centers 5101:2-12-4).

All cribs are labeled and (daily) used exclusively by one child. Cribs are disinfected weekly, and sheets are washed as often as they become wet or soiled and every Friday evening.

Staff visually or physically observes each child breathing every five minutes while they are sleeping. Infants are removed from the crib within five minutes of the time they are awake.

Infants shall not be placed in the cribs with bibs or any other items which could pose a strangulation or suffocation risk i.e. pacifier straps, blankets and stuffed toys. Swaddling bags and devices designed to maintain sleep positions are permitted but must be prescribed in writing by a physician and be available on file for review. If a child needs the comfort of a special security item to fall asleep, it must be removed from the crib within 5 minutes of the infant falling asleep.

be taken as needed. Infants are placed in different positions throughout the day, such as in swings, excersausers, and play mats on the floor (back & tummy time) so that they can exercise their entire body. They are also given time and space to play with age appropriate objects such as books, balls, plush toys, etc. to help develop their fine motor skills. Talking, music, and reading will be a significant part of their day for language development. Weather permitting, all infants will also have outdoor playtime in our Infant Courtyard.

Around 12 months, the children may begin eating table food and they will have a more regular schedule for lunch and snack time. The 12-18 month class will transition into having one daily nap and table foods for lunch and snacks.

Toddler Daily Schedule

7:00 - 8:30	Arrival / Free Play
8:30 - 8:45	Breakfast snack
8:45 - 9:00	Clean up
9:00 - 9:45	Large Motor / Outdoor Time
10:00 - 11:15	Exploration / Free Play
11:15 - 11:30	Bible / Story / Worship
11:30 - 12:00	Lunch
12:00 - 12:30	Quiet Time / Nap prep
12:30 - 2:30	Naptime
2:30 - 3:00	Wake up / Snack
3:00 - 3:30	Exploration / Book Time
3:30 - 4:30	Large Motor / Outdoor Time
4:30 - 6:00	Exploration / Departures